

*Little Traverse Bay Bands of Odawa Indians
Tribal Court*



Garnishment process:

- 1) Complete, sign and date the Request and Writ for Garnishment form and attach supporting documentation.
- 2) File the Request and Writ for Garnishment form with the Court. The filing fee is fifteen dollars (\$15.00).
- 3) The Court will send the completed Request and Writ for Garnishment form along with a Garnishee calculation sheet to the employer to be completed within seven (7) days.
- 4) The completed Request and Writ for Garnishment form along with the completed Garnishee calculation sheet will be sent to the Respondent. The Respondent has fourteen (14) days to file a written objection with the Court.
- 5) If the Respondent files no objection, the Court will generate a Garnishment Order upon review of the documents filed. A copy of the Garnishment Order will be sent to Plaintiff, Respondent and employer. If the Respondent files an objection, the Court will set a hearing for the matter.

If you have any questions about this process, contact the Court Clerk at 231-242-1462.

Plaintiff's name and address
Plaintiff's attorney, bar no., and address
Telephone no.

V

Respondent's name and address	
Social security no.	Employee ID or account no
Garnishee (Employer) name and address	

REQUEST

1. Plaintiff received judgment against Respondent for \$ _____ on _____.
2. The amount of the unsatisfied judgment now due (including interest and costs) is \$ _____.
3. Plaintiff knows or with good reason believes that the garnishee is indebted or obligated to the Respondent for periodic payments.
4. **Plaintiff requests** a writ of periodic garnishment.

I declare that the statements above are true to the best of my information, knowledge, and belief.

Date

Plaintiff/Agent/Attorney signature

WRIT OF GARNISHMENT To be completed by the court.

TO THE RESPONDENT:

1. A *Garnishee Calculation Sheet for Earnings* has been sent to your employer and will be forwarded to the Court within 7 days. **You have 14 days after this Request for Writ of Garnishment and the Garnishee Calculation Sheet for Earnings is mailed or delivered to you to file objections with the Court.** If you do not take this action within this time, without further notice, the periodic payments due to you may be withheld and paid directly to the plaintiff until the amount of the unsatisfied judgment is paid in full.

TO THE EMPLOYER:

1. Within **7 days** you must complete the attached *Garnishee Calculation Sheet for Earnings* form and return it to the Court. Also, deliver a copy to the Respondent employee along with a copy of this Writ.
2. Within **7 days** after you are served with the *Garnishment Order* you must begin forwarding withheld payments.

You are ordered to make all payments withheld under this writ payable to:

the plaintiff the plaintiff's attorney the court.

and mail them to: the plaintiff. the plaintiff's attorney the court.

3. This garnishment is effective until the amount withheld equals the amount of the unpaid judgment.



Date of issue

Court Clerk